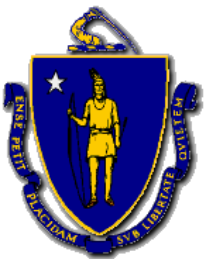


DHCD SMALL PROJECTS GUIDE

FOR STATE AIDED PUBLIC HOUSING

\$0 - \$50,000

Massachusetts Department of
Housing and Community Development



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The information contained in this publication represents our understanding of the current laws, regulations, and policies regarding procurement of design and construction services by Local Housing Authorities (LHA) and Regional Capital Assistance Teams (RCATs) for small (less than \$50,000) contracts for construction, including reconstruction, installation, demolition, maintenance or repair of a public building or site. Contracts for public building projects are subject to the requirements MGL c.149.

These laws, regulations, and policies are always subject to change and the reader is responsible for insuring that all information is current before proceeding on an issue and should not rely solely on the information contained herein.

In an effort to provide the most current information on these subjects, this guide and its attachments and appendices are updated as often as possible and are available in their most current form by visiting our web site at:

www.mass.gov/dhcd/

Assistance getting to this document on the website can be found at the end of this Guide.

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INTRODUCTION

HOW TO USE THIS GUIDE

DHCD issued the DHCD Small Projects Guide (the Guide) to assist LHAs and RCATs with the independent execution of capital projects under \$50,000. Periodically, DHCD updates the Guide to reflect changes to law and new DHCD policies and practices.

The current revision, dated December 22, 2016, updates the Guide to account for the passage of Chapter 218 and accompanying DHCD policy. Chapter 218, which became effective on November 7, 2016, changes advertising requirements, bidding procedures and thresholds, raising the threshold for sealed bids to \$50,000.

To match the statutory change, DHCD will increase the ‘small project’ threshold for independent management from \$25,000 to \$50,000. DHCD will continue to be directly involved in reviewing and managing a small number of ‘complex’ projects within this cost range and will identify those projects when the project is approved for implementation.

This change will be implemented starting with projects approved with CIP 17 December FYE CIPs and CIP revisions approved as of January, 2017. Projects which currently have FISH numbers assigned are to move forward under the guidelines that existed at the time the FISH number was assigned.

RCATs will begin implementing small projects with construction costs between \$10,000 and \$50,000, starting in January, 2017. When discussing implementation, this Guide refers to LHAs. For LHAs participating in RCAT, RCAT will carry out many of the tasks referred to in this Guide. Please see the RCAT Program Guidelines for information on the division of responsibility between the LHA and RCAT. Originally issued on May 18, 2016, it will be updated to reflect the increase in the ‘small project’ threshold.

This revision includes the following updates:

1. Page 7: Requirement to contact DHCD PM if the estimated Total Development Cost (TDC) is more than \$10,000 over the approved CIP budget
2. Page 7: Requirement to hire a designer when the project ECC (estimated construction cost) is between \$25,000 and \$50,000
3. Page 10, Page 22 for web link to new Request Form to Generate In House Spec
4. Page 12: New advertising and solicitation requirements for projects with ECC between \$10,000 and \$50,000
5. Page 13: Force account proposal required for DHCD approval for projects with ECC between \$25,000 and \$50,000; DHCD Construction Advisor signs Force Account construction requisitions in this range
6. Page 18, Page 23 for web link and Page 38 to sample of new standard requisition form for required for construction contracts with ECC between \$10,000 and \$50,000
7. Page 18: Updated list of contents for project record
8. Pages 27 thru 31: Procurement Charts for New Statutory Thresholds

This guide consists of a set of step-by-step instructions that you can follow to make sure your project is done efficiently, cost-effectively and according to the applicable statutes, rules and regulations. At the end of this section, is a “Checklist for Implementing a Small Project from Beginning to End” which summarizes the steps and where they are addressed in the Guide. The Appendix also provides web links or sample reference documents, forms and templates to be used for project scoping, through bidding and construction to closeout. DHCD’s web site will always have the most current versions of all of these documents in electronic form so that you can access and use them easily. Once again, the purpose of this guide is to provide a step-by-step process and the key documents in one place, so that an LHA can:

- **Take the project description from the capital plan level of detail and turn it into a viable project;**
- **Determine when professional design services are required, to what extent, and how to engage a professional to work with you;**
- **Prepare design documents, compile a bid package, bid and award a construction contract for the project;**
- **Oversee the construction phase from Notice to Proceed (NTP) to closeout, update the Capital Planning System to reflect the capital improvements installed and centrally record vital operation, repair, parts and warranty information;**
- **Certify to DHCD that you have implemented the project in accordance with law and regulation (see Appendix for certification form);**
- **Request payments; and**
- **Maintain a project record.**

Your feedback on this guide is most welcome. Please direct comments on the guide to roberta.strongin@state.ma.us. This document will be updated continually, based on LHA/RCAT feedback and questions and the experience of the DHCD professionals following every project. We hope that by doing so we will provide you with the most helpful and relevant information available. The date this document was updated is found at the lower left corner of each page. You should always check on the DHCD website to make sure you are using the most recent version.

If you are reviewing this document on paper, you will not be able to access the many website links that are embedded in the electronic version, showing sample documents as well as the blank forms. We have tried to include examples of the key documents in the Appendix for reference, but strongly encourage use of the electronic linked versions of the documents at the time you are actually preparing them, to ensure that you are using the latest versions.

CHECKLIST FOR IMPLEMENTING BUILDING RELATED SMALL PROJECTS
(LESS THAN \$50,000)
FROM BEGINNING TO END

The Appendix reference section includes a link to an alternate version of this Checklist that you can use to assign tasks if you hire a Designer to assist with the project.

Completion Date	Checklist Item	Refer to Page(s)
PROJECT PLANNING & SCOPING		
	Use CIP to prepare PROJECT DESCRIPTION	6
	Collect available PHOTOS & PLANS	6
	Prepare detailed SCOPE OF WORK if necessary, update PROJECT SCHEDULE and, if necessary, revise PROJECT BUDGET	6
	Determine if the AHJ will require a BUILDING PERMIT	6
	Determine the BIDDING REQUIREMENTS	6
	Determine whether the project requires a LICENSED ARCHITECT or ENGINEER	6
	If so, HIRE A LICENSED PROFESSIONAL	6,7
	Prepare PLANS, TECHNICAL SPECIFICATIONS and a DETAILED COST ESTIMATE <i>If your final total development cost (TDC) is more than \$10,000 over your approved CIP budget or the construction cost is more than \$50,000, STOP AND CONTACT YOUR DHCD PROJECT MANAGER</i>	8,9
PROJECT DESIGN AND DOCUMENTATION: THE BID PACKAGE		
	Obtain and Assemble appropriate DHCD FRONT END	8
	Include a STANDARD FORM FOR QUOTES	10
	Check for TEMPLATE SPECIFICATIONS	9
	Attach a SCOPE OF WORK and as necessary PLANS and TECHNICAL SPECIFICATIONS	9
	Apply for WAGE RATES and attach to bid packages: Projects must be Bid within 90 days	10
	Include a date in the advertisement for the SITE VISIT	10

Completion Date	Checklist Item	Refer to Page(s)
CONSTRUCTION CONTRACT PROCUREMENT: THE BID PROCESS		
	For projects less than \$10,000, just SOLICIT PROPOSALS	11,12
	USING SOUND BUSINESS PRACTICES	
	for projects \$10,000 < \$50,000 PUBLIC NOTIFICATION & SOLICIT QUOTES	13
	Distribute to Contractors BIDDING DOCUMENTS	11
	Conduct SITE VISITS FOR INTERESTED CONTRACTORS	10
	<u>All</u> answers must go to <u>all</u> contractors who ANSWER QUESTIONS have logged in and picked up bid packages as a written Addendum.	14
	RECEIVE QUOTES <i>If your final total development cost (TDC) is more than \$10,000 over your approved CIP budget or your low Quote is more than the bidding threshold,</i> STOP AND CONTACT YOUR DHCD PROJECT MANAGER	14
BID REVIEW AND CONTRACT AWARD		
	Check Contractor's REFERENCES	14
	Verify that Contractor is NOT DEBARRED BY THE STATE OR FEDERAL GOVERNMENT	15
	within 30 working days from Bid Opening do BOARD VOTE	15
	and AWARD CONTRACT	15
	Prepare and send to Contractor LOW BID APPROVAL LETTER	15
	Prepare and forward CONTRACT TO CONTRACTOR	15
	Obtain Contractor's CERTIFICATE OF INSURANCE	15
	LHA and Contractor EXECUTE CONTRACT	15
CONSTRUCTION AND CLOSE-OUT		
	Schedule a PRE-CONSTRUCTION MEETING	15
	Issue a NOTICE TO PROCEED (NTP) <i>Must have fully executed contract with Certificate of Insurance attached</i>	16
	Contractor obtains and LHA pays for BUILDING PERMIT(S)	16
	LHA MAKE WORK AREA AVAILABLE to the Contractor at the times specified in the Scope	16
	Provide RESIDENT COORDINATION	16
	If required, APPROVE SUBMITTALS	16
	Review and process, if needed, CHANGE ORDERS	16,17
	Execute CERTIFICATE OF FINAL COMPLETION	17
	Prepare and submit CERTIFICATION OF COMPLIANCE	17
	WARRANTY, MAKE PROMPT PAYMENTS	17
	MAINTAIN PROJECT RECORD, ARCHIVE, AND UPDATE CPS	17

IMPLEMENTING A PROJECT

1. PROJECT PLANNING & SCOPING

CIP Project Review and Update

Once DHCD has approved your Capital Improvement Plan (CIP) or revision and provided you with a DHCD project number (FISH number), the first step in starting the project is reviewing the information about the project in your approved CIP. It should include a basic description, preliminary cost estimate and schedule. You need to determine how accurate that preliminary information is and update it if necessary. Review your own records – especially recent ones -- to determine if the project scope still covers the components and building systems that need to be repaired, replaced or modernized. If the total development cost is more than \$10,000 over your approved CIP budget or the project budget or scope has changed significantly, contact your DHCD Project Manager to confirm funding availability and determine whether additional DHCD approval is required prior to proceeding with a revised project. If the construction cost is more than \$50,000, notify your DHCD Project Manager and DHCD will assign design review staff and work with you directly on the project. These guidelines apply to all publicly funded projects with construction contracts under \$50,000, and are not limited to bond-funded capital projects. Routine or preventive maintenance projects funded from operating budgets and projects funded with grants, such as CPC, must also follow this guidance.

When to Hire a Designer

- DHCD requires you to hire a designer for projects where the construction cost is between \$25,000 and \$50,000. If you think a designer is not needed on a particular project, contact Simone Early, Assistant Director of Architecture and Engineering at (617)573-1148 or Simone.Early@state.ma.us, with information about the project scope and the qualifications of the person who will prepare the solicitation for quotes. Do not proceed without a designer until you have written approval to do so.
- For jobs with construction cost between \$10,000 and \$25,000, if the Authority having Jurisdiction (AHJ) – in this case, the Building Official - does not require stamped drawings, you may be able to prepare the necessary documentation and bid package yourself. In this case, be sure that your staff has the time and necessary experience to prepare a detailed set of documents for a bid package (involves measuring quantities of various building materials needed, obtaining product information for several brands and models of equipment that would meet both LHA requirements for performance and DHCD Design Guidelines & Standards) and to diligently oversee construction.
- Whether required by law or not, DHCD also advises you to consider using the services of a registered design professional for certain types of construction (see Descriptions of Building Related (Vertical) Construction and Descriptions of Non-Building Related (Horizontal) Construction in the Appendix), for jobs that involve multiple trades and are not simple replacements of existing components, or for jobs related to handicapped accessibility. Review each situation to determine the proper path to creating a complete bid package, to assure that the cost of the construction is controlled, and that high quality is assured.

How to Hire a Design Professional (Architect or Engineer)

If you are required to hire or choose to hire a design professional, it's best to select a firm with relevant experience: multifamily housing using the type of construction utilized for your project and public procurement requirements. Consider DHCD-trained House Doctor Lites or DHCD's list of Designer Selection Committee (DSC) approved House Doctors. These licensed consultants are architects and engineers who understand DHCD & LHA capital project issues and are ready to assist you. (The link to the lists of House Doctor Lites and House Doctors can be found on the References page in the Appendix). There are also many other qualified architects and engineers statewide that have multifamily housing expertise and have successfully provided professional design services to housing authorities.

The fee for a design for a job with a construction cost of less than \$50,000 will most likely be **less** than \$10,000. For jobs with a fee of **more** than \$10,000, contact your project manager to have technical services assigned to write a work order or go through DHCD's Designer Selection Committee (DSC). When you are hiring a design professional for a small job with a design fee **less** than \$10,000 there is no legal requirement for a formal solicitation of proposals. However, DHCD recommends that you contact at least three qualified designers by phone or email to find out who has time to take on a small job and respond promptly with service. These are some of the questions to consider before, or as you are engaging candidate designers:

- Do the requested design services involve a defined scope of design work or a more open ended consulting role for the designer such as: reviewing your draft specification, generating a specification, compiling the bid package, providing construction oversight?
- Will the cost be invoiced at an hourly rate or as a fixed price; what are the hourly rates?

Designers experienced with the Commonwealth's statutory requirements for the procurement of construction contracts and especially housing authority work can provide great value for the fee charged. More specifically, designers can advance your projects in a professional manner. As an incentive, LHAs are entitled to a 50% rebate on costs of hiring designers for Formula Funded projects under \$25,000, not to exceed \$3,000. The rebate will automatically be incorporated into the LHA's next Formula Funding award based on invoices submitted.

The Appendix reference section includes a link to a sample Scope of Services contract for engaging design services for small projects where the basis of payment is a fee-for-service business arrangement and will not exceed \$10,000 and a Checklist of Tasks and Services to aid the LHA to determine the consultant's scope of services.

2. COMPILING A BID PACKAGE

If the LHA determines that it can proceed with a project on its own without the services of a registered design professional and for jobs over \$25,000 construction cost, receives approval from DHCD to do so, it will need to create a bid package. Most LHAs have seen a bid package but may not have ever prepared one.

For small projects, a complete bid package consists of the following:

- Scope of work and specifications particular to the project;
- Standard informational documents (Front Ends) that describe the statutory and contractual obligations for the bidder/contractor;
- Standard Forms for Quotes – Bidder/contractor fills in the quote with their costs.
- Prevailing wage rates attached to the bid documents. (must have been obtained within 90 days of the date quotes are received)

DHCD provides many resources to inform the development of a suitable scope of work and to prepare technical design documents, specifications and related bid documents on its website (see the Appendix for detailed instructions to access the DHCD Public Housing Modernization website), as follows:

- Bid package Front Ends, Procurement Forms & Contracting Requirements
- Design & Construction – Guidelines & Standards
- Draft Unit Price Bid Packages for the most common types of building component replacements, such as roofing including specifications that can be edited by knowledgeable LHA staff
- Technical consulting and assistance as available

Standard Front End Forms and Informational Documents

DHCD has provided a “Front End” to use on all projects for the appropriate project type and size on its website which is the guide for process and contract documents. DHCD “front ends” include the forms that the bidder will use to submit a quote, as well as an Owner/Contractor Agreement, Form for Corporate Vote if the contractor is a corporation and Performance and Payment Bonds if the estimated construction cost is over \$25k.

The standard front end documents also explain to the bidders the general terms and conditions that will apply if the bidder is selected for the job, information about insurance, Occupational Safety and Health Administration (OSHA) requirements and the construction contracts and forms that will be prepared and executed by the low bidder. These are sometimes called “boilerplate” because they are all essential to EVERY contract and the housing authority is not expected to modify them before using. The housing authority should be thoroughly familiar with the front ends and all of their details and requirements. One key requirement applicable to jobs over \$10,000 is that the contractor and/or its workers are required to have completed a 10-Hour OSHA Training Program in order to perform work on the site.

The DHCD front end should be attached to the front of the scope of work defined by the LHA or by their consultants.

Template Specification

Contact DHCD technical staff (James.McCurdy@state.ma.us) to see if a template specification is available for the specific work that you are proposing and consider using it. The architects and engineers of the DHCD Bureau of Housing Development & Construction have created many of these

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specifications based on technical assistance for similar types of projects. These template specs can be used as tools by LHAs or their hired designers to speed the process and reduce costs. See the Appendix reference section for a link to a sample bid package and for a link to the Index of currently available template specifications.

Scope & Specifications

The scope consists of a **quantified** description of the work to be completed and any special work requirements. The specifications provide performance standards for materials to be used so the contractor knows the level of quality the LHA requires. Together they need to provide enough detail about the project so that each contractor can provide comparable pricing for the job.

All specifications, whether prepared by a designer or the LHA, should follow the minimum standards set forth in the DHCD Design & Construction – Guidelines & Standards. If you are going to prepare your own plans and specifications the Guidelines can be of use to you in making qualitative decisions to achieve a durable and sustainable project. (See Appendix for web link to DHCD Design & Construction – Guidelines & Standards.)

If alternates are to be included in the project, they should be clearly noted in the scope documents and the cost should be included in the advertised cost estimate. If the estimates increase the cost over \$50,000, contact your project manager to have technical assistance assigned to the project.

DHCD Technical Assistance

If you believe that you can prepare plans and specifications – with or without a professional designer and with or without a template – but would like to be able to utilize occasional technical assistance from DHCD, contact the DHCD supervising staff architect or engineer to request technical assistance. DHCD staff architects and engineers will only be available for technical assistance as their time permits. DHCD review architects and engineers may prepare “in-house specs” for LHAs or are available to perform a detailed technical review of a bid package only if a request in writing is made on the In House Spec Request form (see Appendix for web link to DHCD form) and it is approved by the Supervising Architect or Supervising Engineer.

**If you need further assistance call
Jim McCurdy, DHCD Supervising Architect at
617-573-1151 or e-mail at james.mccurdy@state.ma.us
Or
Joe DiMare, DHCD Supervising Engineer at
617-573-1157 or e-mail joseph.dimare@state.ma.us**

Obtaining Prevailing Wage Rates

The Massachusetts Department of Labor Standards (DLS) issues prevailing wage schedules to public agencies, including LHAs, for construction projects and several other types of public work. These prevailing wage schedules contain hourly wage rates, usual benefits and overtime that various types of workers must receive when working on a public construction project. Current prevailing wage rates must be attached to all bid packages. The LHA is always responsible for obtaining and providing these rates to prospective bidders. Prevailing wage rates apply to all contracts for public construction work regardless of dollar value unless the work is being performed by a sole proprietor. The prevailing wages included in the bid package must have been obtained within 90 days of the date that quotes are received.

TO APPLY FOR WAGE RATES GO TO:

[HTTP://WWW.MASS.GOV/LWD/LABOR-STANDARDS/PREVAILING-WAGE-PROGRAM/](http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/)

<<Click on>> [OFFICIAL REQUEST FOR WAGE RATES](#)

<<Click on>> CONTINUE WITHOUT REGISTERING

**If you need further assistance call
Dean Harris, DHCD Contract Specialist at
617-573-1177 or e-mail at dean.harris@state.ma.us**

Schedule a Site Visit

All potential bidders should be provided an opportunity to visit the site and become familiar with the local conditions under which the work has to be performed so as to be able to take these conditions into consideration in preparing the bid. The housing authority should set a date to conduct a site visit for all bidders in order to control visitors on the site but should be prepared to accommodate a potential bidder who cannot attend the prearranged site tour.

The Central Register posting should include the date, time and location of the site visit written into the Additional Information section of the form.

Standard Forms for Quotes

A simple standard Form for Quotes are included in the applicable front end. The link to the front ends is in the Appendix reference section.

3. THE PROCESS FOR PROCURING A CONTRACT FOR BUILDING RELATED OR, SITE RELATED CONSTRUCTION , OR PROCURING CONSTRUCTION MATERIALS WITHOUT LABOR

Summary Requirements for Building-Related (Vertical) or Non-Building-Related (Horizontal) Construction Contracts or Procurement of Construction Materials

The one-page bidding summaries for vertical and horizontal construction and purchase of construction materials can be found in the Appendix. They provide handy summaries of all procurement requirements for each type and size of project on one page. You may wish to post these somewhere in your office for reference. (See the Appendix for web links to the related DHCD Front End Documentation and the Bidding Information web page.)

Soliciting Construction Quotes for Building Related Projects \$0 -\$10,000

Once your bid package is ready, it's time to get quotes.

For all jobs estimated to cost less than \$10,000, "sound business practices" apply. **Sound Business Practices** are defined as "periodic solicitation of price lists or quotes to ensure the receipt of favorable prices".

DHCD recommends that an LHA invite at least three contractors to quote the job, but if they decline, a single quote that meets all requirements may be accepted. Keep records of contractors asked to quote.

Although though there are no statutory requirements other than providing prevailing wage for Non-Building Related Projects \$0-10,000, the above solicitation process is recommended.

Soliciting Construction Quotes for Building & Non-Building Related Projects \$10,000 – \$50,000

If the estimated contract cost is at least \$10,000, but not more than \$50,000, the authority shall prepare a solicitation that includes a scope-of-work statement defining the work to be performed and providing potential responders with sufficient information regarding your objectives and requirements as wells as the time period within which the work will be completed.

The authority is also required to solicit at least three written responses from contractors who customarily perform the work required by the contract. In addition, at least two weeks before the deadline for responses, you are required to advertise the solicitation in the Central Register, on COMMBUYS, and to post the solicitation on the authority's website and in a conspicuous place in or near your jurisdiction's primary office. You should not solicit the written responses until the solicitation is advertised.

The Housing Authority must maintain a log of all plan holders. The log will serve as a contact sheet should any Addendum need to be issued.

The authority must award the contract to the responsible contractor offering to perform the contract at the lowest price. Under M.G.L. c. 149, a “responsible” contractor possesses the skill, ability, and integrity, necessary to faithfully perform the work called for by a particular contract.

Rebate on the costs of E-Hosting and E-Bidding

DHCD is offering all LHAs a rebate on the costs of E-hosting and E-bidding on all. Web-based construction bid document distribution (E-hosting) and web-based construction solicitation (E-bidding) helps streamline the solicitation process and can reduce the time the LHA needs to devote to managing it. We are aware of two vendors who offer these services and who have demonstrated an understanding of the needs of the Designers, LHAs and DHCD: [BidDocsONLINE](#) and [Projectdog](#). The rebate will automatically be incorporated into the LHA’s next Formula Funding award in the amount of invoices submitted for E-hosting and E-bidding services. This rebate includes the cost for project sets printed to be used during construction. If e-bidding is not used, the LHA is responsible for all costs related to bidding.

Force Account and Procurement of Construction Materials

LHAs have the option of doing the work in their capital plan with maintenance staff. The intent of this option is to maximize the efficient use of capital funds, but it is not intended to reduce the portion of the LHA’s operating budget devoted to regular and extraordinary maintenance. Any “savings” in operating budget costs (for example, maintenance staff salaries paid by capital funds) must be used to fund other maintenance or extraordinary maintenance costs, whether for labor, materials or contracted work.

If the estimated cost of the work exceeds \$10,000, contact your DHCD project manager to arrange for a DHCD construction advisor to review comparable work done by the same personnel. Do not start the work unless you have received approval from your construction advisor. If the cost of the work will exceed \$25,000, you need to submit a detailed request to your DHCD project manager for approval. Requests should include the following information:

- **Qualifications**: Names and job titles of the employees who will carry out and supervise the work, including experience on similar projects;
- **Scope**: A brief description of the scope of the work including performance specs for the materials to be chosen;
- **Budget**: A breakout of the CIMS budget showing materials, labor, and soft costs; and
- **Schedule**: A proposed time frame for the scope of work to be executed if different than the schedule in CPS, including an assessment of the LHA’s ability to complete this work and regular maintenance activities.

The LHA should not start the work until it receives written approval from DHCD. Additionally, the DHCD construction advisor needs to sign off on requisitions for projects with budgets over \$25,000.

For materials estimated to cost less than \$10,000, “sound business practices” apply. See description of sound business practices in the previous section.

For materials estimated to cost between \$10,000 and \$50,000 the LHA can use either the procurement methods outlined in M.G.L. c30§39M or M.G.L. c30B §§4 & 5 for sealed bids.

When requesting reimbursement, along with documentation requested with the standard Requisition Form included in the Appendix, include an invoice for labor hours indicating the name of the staff person(s) that completed the work, number of hours worked, the date(s), the hourly rate (excluding retirement benefits), and indicate whether it is a regular or overtime rate. The Appendix includes a form you can use to record and submit this information.

Bid-Splitting and Small Projects

Some LHAs have divided a development-wide capital improvement into several smaller projects that will be done with formula-funding over several years. An example of this would be phasing a roof or siding replacement, or boiler replacements so that a few buildings of a multi-building development are completed each year of the 3 year capital plan.

In some cases, implementing the first of several smaller projects may involve design work that will be applicable to the later procurements. Depending on cost, each smaller project may be subject to less complex procurement requirements than if the LHA were to complete the entire development in one project. Some LHAs have asked whether this could be construed as bid-splitting.

Bid splitting involves intentionally dividing a project for the purpose of evading the requirements of the procurement laws. Creating smaller projects in a capital plan is being done due to the limited availability of capital funding, not with the intent to evade procurement laws, and so is not bid-splitting.

How to Post a Notice in the Central Register & on COMMBUYS

For jobs estimated to cost between \$10,000 and \$50,000, public notification is required in the Central Register and COMMBUYS 14 days prior to receipt of quotes. Central Register notices must be entered by Thursday at 4PM for posting on Wednesday of the following week (6 days later).

Use the Wednesday posting date to set your date for receiving bids or quotes. If you miss the 4 PM Central Register deadline on Wednesday, you lose a week and should change all the dates for bid opening and a site visit or walk-through, before resubmitting to the Central Register before the next Wednesday.

TO POST TO THE CENTRAL REGISTER GO TO:

www.sec.state.ma.us

Go to Column Heading: Publications and Regulations/Book Store

<<Click on>> Central Register

<<Click on>> [Submit Bid Notices and Information](#)

<<Click on>> General Contract Online Submission

**If you need further assistance call
Dean Harris, DHCD Contract Specialist at
617-573-1177 or e-mail at
dean.harris@state.ma.us**

How to Post a Notice on COMMBUYS

For construction projects estimated to cost between \$10,000-\$50,000:

**For Instructions on How to Post a Public Notification on COMMBUYS
Contact COMMBUYS Help Desk at
commbuys@state.ma.us and at 888-627-8283**

Bidder's Questions Raised During Site Visits or During the Bidding Process

The LHA also has the obligation to respond to every question or request for a clarification or interpretation of the design documents posed by a potential bidder. Bidders often ask questions during the scheduled site visit. The LHA should record the question for a response which will go to all bidders on the plan holders list.

Both the question and the response should be written into an **Addendum to be issued a minimum of two full work days prior to receipt of bids or quotes and then disseminated** to every potential bidder to assure that all bidders are on equal footing in preparing their quotes.

If the project is being ebid, the addendum will be uploaded to the host and then the host will post and disseminate the Addendum.

Evaluating Quotes

Once quotes are received and the deadline for quotes has passed, the LHA must determine the lowest qualified bidder and verify that the contractor is not debarred by the state or federal government. (See References in Appendix for the web site to check for debarred contractors.)

The LHA should then check the references of that bidder. Some questions you may wish to ask the references are:

- Did the contractor perform the work in accordance with the scope of work?
- Did the contractor provide sufficient oversight of the work performed?

- Rate the contractor's knowledge and experience.
- How were the contractor's overall schedule, organization and responsiveness?
- Did the contractor request change orders on the project? Were they justified?
- Would you use this contractor again?

The answers to these and any other questions, together with any of your other notes from these calls or e-mails, must be retained in the project file.

If the references for the low bidder are unsatisfactory based on projects within the past 5 years, the LHA can reject the low bid as long as there is sufficient documentation to support this action. Prior to rejecting the bids, contact DHCD to discuss next steps in these circumstances when the low bid is not accepted.

Awarding and Executing Construction Contract

Once a bidder with satisfactory references is determined, the LHA Board must vote to approve the low bid and award the contract and should prepare and send a low bid approval letter to the contractor, including contracts to be signed by the contractor and returned to the housing authority together with the Contractor's Certificate of Insurance and Performance and Payment Bonds when required.

DHCD's approval of the low bid is NOT required for projects with construction costs under \$50,000.

A sample low bid approval letter is included in the Forms and Templates of the Appendix. The link to the contract forms for projects estimated to cost \$0 - \$10,000 and \$10,000 - \$50,000 are also included in the reference section of the Appendix and are available on the web. Other than adding the name of the contractor, time of completion and the contract price, no change should be made to the contract form and only these forms should be used. A sample Certificate of Insurance which is to be provided to the LHA by the Contractor is also included.

The contracts (at least 2 copies) should be sent to the contractor for its signature first. After the return of at least two signed original copies of the contract, proper insurance certificate(s) and any other required documents, the LHA should execute the contracts. Usually the Chair and the Secretary/Clerk of the Board is authorized to execute a contract voted on by the Board without an additional Board meeting or vote. Many LHAs choose to expedite the process by authorizing the Executive Director to sign a specific contract on its behalf when it is returned as part of the vote to award that specific contract to the low bidder.

Public Bidding & Emergencies

Should you have an emergency situation that is an immediate threat to the health and safety of the residents, you should act as soon as possible to correct the problem. The emergency response should be limited to the work necessary to address the health and safety concern, not a full repair or replacement that may ultimately be required. If the cost exceeds \$10,000, please notify your DHCD Project Manager as soon as possible after the event so we can work with you to request a waiver

from the Division of Capital Asset Management and Maintenance (DCAMM) from the advertising requirements and provide you with general provisions in order to solicit quotes.

Please note that the LHA is responsible for applying for and providing the Massachusetts prevailing wage rates for all projects, even in emergencies. We suggest that you apply for wage rates every three months so you have them available if you need to address an emergency. If your emergency project is estimated to cost \$10,000 or more, the contractor and/or its workers are required to have completed a 10-Hour OSHA Training Program in order to perform work on the site. This requirement is not waived for emergencies.

4. CONSTRUCTION

Once the Owner/Contractor Agreement (often referred to as the Construction Contract) has been fully executed, the project can move into the actual construction stage.

Construction Oversight and LHA Roles and Responsibilities

During this phase the LHA is responsible for the following:

- The LHA should issue a Notice to Proceed (NTP) to the Contractor. (See Sample in the Appendix)
 - At a minimum, the NTP clearly establishes the start date of the contract and designates the owner's representative. Other items of importance not covered in the contract may also be established as part of the NTP. Although it sounds too formal for a contract of such small value, this document will help you by documenting the terms impacting the time of completion should problems arise.
- Paying for the Building Permit(s) which the Contractor must obtain.
 - Frequently, communities are more likely to reduce the cost of permits, etc. if a public agency actually pays for it;
- Providing Resident Coordination;
- Making the work area available to the Contractor during the hours designated in the scope of work;
- Approving submittals, if required, which may include selecting colors or approving materials or equipment that will be used. These need to be compared to the specified products, if appropriate.
- Making prompt payments for properly completed work.
(Note that Contractors are due Interest on Late Payments)
- Reviewing and processing Change Orders.

Some technical assistance during construction from DHCD may be obtained by contacting your Construction Advisor.

Change Orders

In almost every construction project circumstances arise that require changes to the work and Contract Documents. These changes can be the result of a matter brought up by the Contractor and/or the Owner. These can involve changes to the Contract conditions, construction details and/or the time of completion or schedule. Change Orders do not necessarily result in increased project cost. Normally, the contractor proposes a change order to the designer who fills out the actual form

to his satisfaction and submits it to the housing authority for its approval. **Change orders over \$ 10,000.00 need approval from your DHCD Construction advisor.**

Typically Change Orders involve:

- Minor changes;
- Latent or hidden conditions; or
- Clarifications to the Contract Documents.

You may not use a Change Order to include work that was not part of the original scope of work at the time bids were solicited! Alternates which were described in the bid scope for which funding becomes available during the course of the project can be accepted in sequential order as listed in the Alternate Section of the project manual.

Approving Final Completion

At the end of the project, the LHA or their hired design professional is responsible to review the work completed and create a list of incomplete items commonly known as a “punch list” for the contractor to complete prior to final payment. After the contractor has completed all of the work on the punch list created by the LHA, then the Certificate of Final Completion (if your job is over \$10,000) can be issued. The Appendix has a link in the reference section to the Certificate of Final Completion form.

Closing Out the Project

Several steps need to take place during closeout:

- **Warranty Documentation:** The Contractor should provide a Warranty for work as described in the scope of work. These Warranties need to be filed by the LHA for access should there be defects in the work or materials. A minimum one year warranty for general work and materials is a standard.
 - **Warranty Walk-thru:** 9 months from the date of the Certificate of Final Completion the LHA should do a walk-thru of the project to determine if any scope needs to be repaired by the contractor under the general one year warranty. The contractor should be invited to the walk-thru. If items are noted, provide a written report to the contractor requesting the repairs.
- **Updating Capital Planning System:** The LHA must update its CPS records to reflect all construction projects completed. Construction Advisors have been trained to provide Technical Assistance in this area; see also <https://dhcdcps.com>
- **Maintain a Project Record:** the LHA should keep a project record that contains the following information:
 - DHCD Project Number (FISH Number)
 - Bid Package with a Defined Scope of Work
 - Copy of COMMBUYS publication (if required)
 - Copy of *Central Register* Public Notification for Written Quotes (if required)
 - Firms contacted to supply quotes and advertisement (if required)
 - List of Person (s) or Firm (s) who submitted Quotes
 - Executed Owner Contract Agreement (including Change Orders, insurance and wage reporting)

- Copy of Notice to Proceed
 - Copies of OSHA Cards
 - Building or other Permit(s) as necessary
 - Designer (Architect/Engineer) Contract
 - Original Quotes received and reference checks
 - Board Vote to award contract to lowest responsible bidder
 - Contract
 - Wage reporting for work completed by LHA maintenance staff
 - Certificate of Final Completion
 - Warranties
 - Payments
 - Certification of Compliance with Bid Laws and Capital Plan
- **Archive the Final Bid Documents & As-Builts:** The LHA or their Designer should prepare and transmit a PDF version of the bid set documents (including addenda) to BidDocsONLINE to be archived. (BidDocs is DHCD's vendor for digital archiving.) The PDF documents shall be forwarded via email to support@biddocsonline.com. If the documents are too large to email, please forward a CD to BidDocsONLINE, P.O. Box 51, Groton, MA 01450. All documents should be accompanied by a transmittal indicating the Housing Authority, the project name, the development name and number, the DHCD number and the Designer's contact information. These instructions are also listed in the DHCD scope of services posted on the webpage for use when hiring a designer.

DHCD may complete a post completion review of the project.

- **Requesting Payment and Submitting the Certification of Compliance –**
 - **To Request Payment from DHCD:**
 - For all small projects the LHA must submit an *Invoice Form for Under \$50K Projects* with corresponding invoices via email to DHCDlhainvoices@massmail.state.ma.us or via US Mail to your DHCD Project Manager at DHCD, 100 Cambridge Street, Suite 300, Boston, MA 02114. (see Appendix for sample form and a web link to a form for LHA use)
 - If your submission includes a construction payment, include the *Certification of Compliance with Bidding Laws and Capital Plan Form*. Additionally, if the construction cost is \$10,000 or greater, you must submit your construction requisition on the *Small Projects Requisition Form* and submit a *Certificate of Final Completion* with the final payment. (See Appendix for sample forms and a web link to a form for LHA use)
 - For force account projects in addition to the *Invoice Form for Under \$50K Projects and Certification of Compliance*, submit an invoice for labor hours indicating the name of the staff person(s) that completed the work, number of hours worked, the date(s), the hourly rate (excluding retirement benefits), and indicate whether it is a regular or overtime rate. The DHCD construction advisor needs to sign off on requisitions for projects with budgets over \$25,000. (see Appendix for sample form and a web link to a form for LHA use)
 -

**If you need further assistance, call
 Bill Miller, Supervising Construction Advisor at
 (W) (617) 573-1170; Cell (617) 571-4690 or
William.M.Miller@State.MA.US**

APPENDIX





Here are the key documents referenced throughout this guide. They vary in type:





- Reference Information
 - References: a summary of websites where you can get key DHCD documents, obtain Prevailing Wages or post Public Notifications to the Central Register
 - Definitions of Vertical and Horizontal Construction Work
 - DHCD's Procurement Guidelines
- Forms / Templates/ Examples –Some of the forms and templates are filled out with actual project information as an example. This information will need to be changed to coordinate with the particular LHA project.
 - Sample Central Register Public Notification
 - Sample Certificate of Insurance
 - Low Bid Approval Letter
 - Notice to Proceed
 - Invoice Form for Under \$50K Projects
 - Small Project Requisition Form
 - Force Account Hours Invoice Form
 - Certificate of Final Completion
 - Certificate of Compliance with Bidding Laws
- Navigating the DHCD website

REFERENCE INFORMATION

REFERENCES

You will find the documents easy to edit if you open the online document and save the file to your own computer. Then close your web browser and open the document on your computer using your word processing software.

Key Documents	Web Hyperlink	Type of Document
	\$0-\$50,000 DHCD Small Projects Guide	Web Page
PLANNING PROJECT SCOPING & DESIGN		
• DHCD Design Guidelines & Standards	DHCD Design Guidelines and Construction Standards	Reference
• DHCD House Doctor list	DHCD House Doctor List 	Reference
• House Doctor Lite list	House Doctor Lite List	Reference
• Check List of Tasks	Checklist of Tasks and Services for Implementing Small Projects	Reference
• Under 50k Scope of Services for Hiring Design Consultants	Under \$50k Scope of Service for Hiring Design Consultants	 Form
• Simple Scope of Work	Embedded in front ends below	Form
• Template Specifications Roof Paving Windows	<p>Contact: Jim McCurdy, DHCD Supervising Architect at 617-573-1151 or e-mail at james.mccurdy@state.ma.us DHCD Index of Sample Template Specifications</p>	Form
• In-House Spec Request Form	See sample page 41 In-House Spec/Technical Services Request Form	Form
• Project Budget Form	DHCD Project Budget Form 	Form
• Project Schedule Form	DHCD Project Schedule Form 	Form
BID PACKAGE		
• \$0-\$10,000 Front Ends - standard sections that require no modification	\$0- \$10,000 Building Related Front End	Form
• \$10,000 -\$50,000 Front Ends – standard sections that require modification	\$10,000 - \$50,000 Building Related Front End	Form
• \$0-\$10,000 Front Ends – standard sections that require modification	\$0-\$10,000 Non Building Related Front End	Form
• \$10,000 -\$50,000 Front Ends – standard sections that require modification	\$10,000-\$50,000 Non Building Related Front End	Form

Key Documents	Web Hyperlink	Type of Document
	<u>\$0-\$50,000 DHCD Small Projects Guide</u>	Web Page
<ul style="list-style-type: none"> Bidding Information Webpage 	<u>Bidding Information</u>	Info
<ul style="list-style-type: none"> Sample Bid Package for Unit Price Roof Work 	<u>Sample Roof Bid Package</u>	Sample
<ul style="list-style-type: none"> Public Notification for Central Register – sample 	<u>See sample page 32</u>	Sample
<ul style="list-style-type: none"> Central Register website 	<u>Central Register Project Posting Link</u>	Reference
<ul style="list-style-type: none"> Commbuys website 	<u>Commbuys - Operational Services Division (OSD)</u>	Reference
PROCUREMENT		
Low Bid Approval letter	<u>See sample page 34</u>	Form
Owner-Contractor Agreement	<u>\$0-\$10K Owner Contractor Agreement Form</u>  <u>\$10K-\$50K Owner Contractor Agreement</u> 	Form
Certificate of Board Vote Authorization	<u>Board Vote Form</u> 	Form
Contractor's Certificate of Insurance	<u>See sample page 33</u>	Sample
Contractors Debarred or Suspended by DCAM or Attorney General's Office	<u>DCAMM Debarred Contractor List</u> <u>Attorney General's Debarred Contractor List</u>	Reference
CONSTRUCTION		
Notice to Proceed	<u>See sample page 35</u>	Form
Invoice Form for Under \$50k	<u>See Sample page 36</u> <u>Invoice Form for under \$50,000 Projects</u> 	
Under 50k Construction Requisition Form	<u>See Sample page 37</u> <u>Small Projects Requisition Form</u>	Form
Force Account Labor Invoice	<u>See Sample page 39</u> <u>DHCD Force Account Labor Invoice Form</u> 	
Change Order Form	<u>DHCD Change Order Form</u>  use item C-18	Form
Certificate of Final Completion	<u>DHCD Certificate of Final Completion Form</u>  <u>Use item C-30 or See sample page 38</u>	Form
Certification of Compliance with Procurement Laws and Capital Plan Form	<u>See sample page 40</u> <u>Certification of Compliance Form</u>	Form

DEFINITIONS OF BUILDING RELATED WORK

VERTICAL CONSTRUCTION

Work Below are the most Typical Small Projects in Capital Plans Estimated to cost \$50,000 or less

ALARM SYSTEMS**

Installation, renovation, repair and maintenance of low voltage fire protection, security, card access entry systems, closed circuit television systems, motion detectors, and other types of alarms systems within a building.

ASBESTOS REMOVAL**

Removal and disposal of asbestos previously incorporated into a building, which may include encapsulation.

DELEADING

The undertaking of lead abatement projects involving one or more of the following: scraping and/or chemical stripping of lead paint, encapsulation and covering of lead contaminated surfaces, or removal and replacement of windows, woodwork or other contaminated surfaces within a building.

DEMOLITION

Building wrecking including the razing of buildings or parts of buildings, major gutting of buildings or removal of structural elements of a building. The removal of partitions, flooring, windows, etc. incidental to a renovation or remodeling project are not within this category.

DOORS AND WINDOWS

Installation of doors and windows made of wood, metal or other materials, both interior and exterior.

ELECTRICAL**

Installation, renovation, repair and maintenance of electrical wiring, circuits, panel boards, fixtures and equipment within a building, including such incidental or related work as is customarily performed by those in the electricians' trade. ***Requires Mass Master Electrician's License.***

ELEVATORS

The installation, maintenance or repair of elevators, chair lifts, moving stairs, or dumbwaiters within a building.

ENERGY MANAGEMENT SYSTEMS**

The design and installation of systems or maintenance programs to conserve energy use within a building includes performance-contracting energy saving projects including the installation or modification of new and existing equipment which will reduce energy and water consumption associated with heating, ventilation, and air conditioning system, lighting system, building envelope, domestic hot water system, other energy and water using devices and work associated with monitoring and verifying project savings and the study and/or design of the subject work.

EXTERIOR SIDING

Installation and/or repair of aluminum, vinyl, or other types of siding materials except masonry used on building exteriors.

FIRE PROTECTION SPRINKLER SYSTEMS**

Installation, renovation, repair and maintenance of fire protection sprinklers in buildings including such incidental or related work as is customarily performed by those in the Fire Protection Sprinkler Systems' trade.

FLOOR COVERING

The installation of carpeting, resilient floor coverings, hardwood flooring and all types of tile installed as finished flooring within a building.

GENERAL BUILDING CONSTRUCTION

Carpentry, new construction, renovation, rehab, alteration, addition, building maintenance repairs.

Also, includes ramps & railings connected to a building, stairs, stoops & ADA improvements.

HVAC **

Installation, renovation repair and maintenance of the systems and apparatus required, collectively or individually, to provide comfort heating, ventilation and/or cooling within or associated with a building, including such incidental or related work.

MASONRY **

Installation, renovation, repair and maintenance of masonry units composed of concrete, stone, or brick which are part of a building, including such incidental or related work.

MECHANICAL SYSTEMS

The installation, renovation, repair and maintenance of power systems, process piping, instrumentation, controls, compressors, generators, turbines and other associated mechanical systems equipment.

MISCELLANEOUS AND ORNAMENTAL IRON

Installation of miscellaneous and ornamental iron including, but not limited to, steel chairs, handrails and railings, ornamental metal, elevator ladders, ladders, balconies, catwalks, fire escapes, decorative grilles and screens, and any other non-standard metal items requiring custom fabrication and installation to a building.

PAINTING Application of paint to interior and exterior surfaces of buildings and preparation of such surfaces for the purpose of receiving a finish coat of paint, including such incidental or related work.

PLUMBING**

Installation, renovation repair and maintenance of pipes, fixtures and other apparatus in buildings for bringing in and distributing the water supply and removing liquid and water-borne wastes, including such incidental or related work. Requires possession of a Mass Master Plumber's License.

RESILIENT FLOORS

Installation of, but not limited to, vinyl tile, asphalt tile, rubber and other resilient tile, resilient sheet flooring, linoleum, resilient vinyl or rubber bases, resilient stair treads and adhesives to a building.

ROOFING & FLASHING OR GUTTERS **

The installation of various types of roofing materials to a building, including shingles, slate, rubber, PVC and related flashing and drainage systems.

TILE

Installation of tile which includes ceramic floor and wall tile, quarry tile, glass mosaic tile, special shapes, setting materials and accessories to a building.

TELECOMMUNICATIONS SYSTEMS**

Installation, repair and maintenance of telephone, intercom, television, computer network or related equipment for a major communication system within a building.

WATERPROOFING, DAMP-PROOFING, AND CAULKING**

Installation, renovation, repair or maintenance of materials required to make foundations, walls and other surfaces of a building damp-proof or impervious to water, including such incidental or related work as is customarily performed by those in the waterproofing and damp-proofing trade.

****Denotes - Use of a design professional is recommended****

DEFINITIONS OF NON-BUILDING WORK

HORIZONTAL CONSTRUCTION

Work Below are the most Typical Small Projects in Capital Plans Estimated to cost \$50,000 or less

HAZARDOUS WASTE REMEDIATION**

The removal, remediation, disposal of hazardous materials, soils, debris, waste.

LANDSCAPING

A project that includes planting, top soiling, seeding, mowing, grubbing, chemical vegetation control, tree trimming and removal.

PAVING **

The planning, resurfacing and repaving of existing sidewalks, parking lots, roadways as well as all other work necessary to furnish a completed a surface.

SEWER AND WATER**

The removal and/or repair of existing water and sewer lines. Installation of new water and sewer lines.

SEPTIC SYSTEMS

On site sewer system.

SITE IMPROVEMENTS

Chain Link Fence, Wood Fence, Metal Fence, Vinyl Fence, Retaining Walls; Playground Equipment, benches.

UNDERGROUND TANK REMOVAL AND REPLACEMENT **

The testing, removal, and installation of underground storage tanks and all necessary appurtenances.

UTILITIES**

The furnishing, installing, replacement, relocation, repair etc. of various types of conduit and piping etc. for underground and/or above ground utilities other than sewer and water lines, facility or system for producing, transmitting, or distributing communications, cable television, power electricity, light, heat, gas, oil crude products, steam, storm water not connected with highway drainage, or any other similar commodity including any fire or police signal system, which directly or indirectly serves the public.

****Denotes - Use of a design professional is recommended****



M. G.L. c.149 - BUILDING CONSTRUCTION CONTRACTS WITH LABOR

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000 to \$150,000	Over \$150,000	Over \$10,000,000
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2).	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work. Solicitation is in addition to the advertising requirements below.	Sealed bids (using M.G.L. c. 30, § 39M).	Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).
Notice/Advertisement Requirements	None.	Post a notice at least two weeks before responses are due on: 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office.	Post a notice: 1) in your jurisdiction's office for at least one week before bids are due; and at least two weeks before bids are due, publish: 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS.	Post a notice: 1) in your jurisdiction's office for at least one week before bids are due; and at least two weeks before bids are due, publish: 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS.	Advertise the request for qualifications at least two weeks before responses are due 1) in a newspaper; 2) in the <i>Central Register</i> ; and 3) on COMMBUYS.
DCAMM Certification	No.	No.	Yes if contract is > \$100,000. This is a DHCD requirement.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.
Prequalification	No.	No.	No.	Optional.	Yes.
Filed Sub-bids	No.	No.	No.	Yes, if more than \$25,000.	Yes, if more than \$25,000.
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid or sub-bid.	5% of the value of the total bid or sub-bid.
Payment Bond	No.	100% payment bond if the contract is >\$25,000. This is a DHCD requirement.	100% payment bond.	100% payment bond.	100% payment bond.
Performance Bond	No.	100% performance bond if contract is > \$25,000 This is a DHCD requirement.	100% performance bond	100% performance bond.	100% performance bond.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.
Contractor Evaluation	No.	No.	No.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.	No.



M.G.L. c.30 §39M – NON-BUILDING CONSTRUCTION CONTRACTS WITH LABOR

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000
	M.G.L. c. 30 §39M	M.G.L. c. 30 §39M	M.G.L. c. 30 §39M
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, §2).	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work. Solicitation is in addition to the advertising requirements below.	Sealed bids.
Notice/Advertisement Requirements	None.	Post a notice at least two weeks before responses are due on: 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office.	Post a notice: 1) in your jurisdiction's office for at least one week before bids are due; and at least two weeks before bids are due, publish: 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS.
OSHA Training	No.	Yes.	Yes.
Prequalification	No.	No.	Maybe.
Bid Deposit	No.	No.	5% of the value of the total bid.
Payment Bond	No.	100% payment bond if contract is >\$25,000. This is a DHCD requirement.	100% payment bond. This is a DHCD requirement.
Performance Bond	No.	100% performance bond if contract is > \$25,000. This is a DHCD requirement.	100% performance bond. This is a DHCD requirement.
Prevailing Wage	Yes.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	No.



M.G.L. c.30 § 39M, or M.G.L. c.30B § 5 – CONSTRUCTION MATERIALS PROCUREMENTS WITHOUT LABOR

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000	Any Amount
	M.G.L. c 30 §39M	M.G.L. c.30 §39M	M.G.L. c.30 §39M	M.G.L. c.30B §5 Option
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2).	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids.	Sealed bids.
Notice/ Advertisement Requirements	None.	Post a notice at least two weeks before responses are due on: 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office.	Post a notice: 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish: 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS.	Post a notice at least two weeks before bids are due: 1) in your jurisdiction's office; and publish: 2) in a newspaper; 3) on COMMBUYS; and 4) in the <i>Central Register</i> .
OSHA Training	No.	No.	No.	No.
Prequalification	No.	No.	No.	No.
Bid Deposit	No.	No.	5% of the value of the total bid.	No.
Payment Bond	No.	100% payment bond if contract is >\$25,000. This is a DHCD requirement.	100% payment bond. This is a DHCD requirement.	100% payment bond if contract is >\$25,000. This is a DHCD requirement.
Performance Bond	No.	No.	No.	No.
Prevailing Wage	No.	No.	No.	No.
OSD Option	Yes.	Yes.	Yes.	No.
Blanket Contract Option	Yes.	Yes.	No.	No.



M.G.L. c.7C, §§44-57 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS

Estimated Construction Cost (ECC)/Estimated Design Fee (EDF)	ECC \$100,000 or less or EDF less than \$10,000	ECC more than \$100,000 and EDF \$10,000 or more (both ECC and EDF thresholds must be met before the designer selection procedure is required).*
Procurement Procedure	None. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required	No.	Advertise in the Central Register and your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board	No.	DHCD typically uses Work Orders to procure House Doctors for projects with ECC between \$50k-\$500k & Advertises a Request for Services (RFS) to procure services on projects over \$500k.
Designer Application	No.	Use “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)”
Designer Evaluation (Submit to DCAMM and Designer Selection Board)	No.	Yes. See http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/designer-selection-process/designer-selection-proc-and-evals-for-municipalities/dsgnr-eval-frms-and-info-for-municips-and-pub-agencies.html
Registration	Yes.	Yes.
Insurance	No.	10% of the total cost of the project or \$1 million, whichever is less.
Prevailing Wage	No.	No.



M.G.L. c.30B – PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000
Procurement Procedure	Sound business practices. ¹	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service.	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).
Notice/Advertising Requirements	None.	None.	Post a notice: 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, and publish: 2) in a newspaper, and 3) on COMMBUYS. If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the Goods and Services Bulletin.
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible and responsive bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required	No. Keep written records as a best practice.	Yes.	Yes.
Maximum Contract Term	Three years, unless majority vote authorizes longer.		
OSD Option	Yes.		

FORMS, TEMPLATES AND EXAMPLES

CENTRAL REGISTER PUBLIC NOTIFICATION SAMPLE

State Publications and Regulations

William Francis Galvin, Secretary of the Commonwealth

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The following General Contract submission was successfully received.

Planned date of publish is 1/18/2012

Awarding Agency

Agency Name and Address:	Pepperell Housing Authority 4 Foster Street Pepperell, MA 01463
Project Number:	232021
Estimated Cost:	\$12,000
Contractor Qualification:	

Required for DCAM contracts over \$100,000, Massachusetts Highway contracts over \$50,000.

Contact Information

Name:			
Phone:	978-433-9882	Fax	978-433-8982
Email Address:	pepperellha@yahoo.com		
	Notify email address listed when final publish date assigned.		

Contract Information

Project:	Bathroom Shower Renovation in Barrier Free Residence		
Plans/Specifications Available:	Pepperell Housing Authority, January 1st-February 2nd, hours 9am to 1pm		
Place, date and time			
General Bid Deadline*:	02/02/2012	Time	1:00pm
Sub Bid Deadline:		Time	
Sub Bid Categories:			
Additional Information	Site inspection by appointment between 10:30am and 11:30 am on Tuesday January 24th		

This page can be printed for your records.

PACIFIC		CERTIFICATE OF INSURANCE				Issue Date (mm/dd/yy) 1/12/2012	
G4	Producer South Oil Insurance Co. 241 School Street Somerville, MA 02144				This certificate is issued as a matter of information only and co____ no rights under the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.		
					COMPANIES AFFORDING COVERAGE		
					Company Letter A GADALIS & SERMOS INSURANCE Co.		
					Company Letter B		
	Insured Sophia Construction Co. 1256 Salem Street Malden, MA 02148				Company Letter C		
					Company Letter D		
COVERAGES							
This is to certify that polices of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.							
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (mm/dd/yy)	POLICY EXPIRATION DATE (mm/dd/yy)	LIABILITY LIMITS IN THOUSANDS		
						EACH OCCURRENCE	AGGREGATE
A	General Liability <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises Operations <input checked="" type="checkbox"/> Underground Explosion & Collapse Hazard <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Contractual <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	006954938	1/1/15	12/31/16	Bodily Injury	\$	\$
					Property Damage	\$	\$
					BI & PD Combined	\$	\$
					PERSONAL INJURY		\$
A	Automobile Liability <input checked="" type="checkbox"/> Any Auto <input checked="" type="checkbox"/> All Owned Autos (Priv Pass) <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non Owned Autos <input checked="" type="checkbox"/> Garage Liability	OXD-34810	1/1/15	12/31/16	Bodily Injury per Person	\$	
					Bodily Injury per Accident	\$	
					Property Damage	\$	
					BI & PD Combined	\$	
A	Excess Liability <input checked="" type="checkbox"/> Umbrella Form <input checked="" type="checkbox"/> Other than Umbrella Form	0030CVAA	1/1/15	12/31/16	BI & PD Combined	\$	\$
A	Workers Compensation and Employers' Liability	3920VZ390	1/1/15	12/31/16	STATUTORY		
						\$	Each Accident
						\$	Deceased Policy Limited
A	OTHER All Risk builders Risk \$1,000 Ded.	N/A				\$	Deceased Each Employee
DESCRIPTION OF OPERATIONS, LOCATIONS/VEHICLES/SPECIAL ITEMS							
CERTIFICATE HOLDER				CANCELLATION			
AGREEABLE HOUSING AUTHORITY 82 Flint Street Agreeable, MA 02143				Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company its agents or representatives.			
				SIGNATAURE OF AUTHORIZED REPRESENTATIVE			

December 22, 2016

LHA Letter Head

[DATE]

[NAME & ADDRESS OF CONTRACTOR]

RE: [IDENTIFY PROJECT]
Low Bid Approval Letter

Dear

This is to advise you that the [] Housing Authority has voted at its [date] meeting and has award the above-referenced contract to your firm in the low bid amount of \$_____.

Please execute the attached contract (Owner-Contractor Agreement) and return it to [], along with a Certificate of Insurance that complies with the bid documents within five (5) working days.

If you have any questions, please contact [phone & e-mail address].

Very truly yours,

cc: Owner-Contractor Agreement

LHA Letter Head

April 26, 2012

RST Construction, Inc.
Box 100
Enfield, MA 01234

Re: Enfield H.A. Project 667-3
Enfield, MA

N O T I C E T O P R O C E E D

Gentlemen:

Pursuant to the terms of your Contract dated March 27, 2012, for the Replacement of Floor Tile, at Project 667-3, you are hereby notified to commence work at the start of the business day on April 26, 2012. The time for the completion set forth in the Contract is thirty (30) consecutive calendar days, including the starting date which establishes May 25, 2012 as the Contract Completion Date.

You are informed that Mr. Steve Jones has been appointed Contract Officer and is duly authorized to administer your Contract for and in the name of this Authority. In case of her inability to act in this capacity at any time, Ms. Jane Smith has been designated as an alternative.

Please acknowledge receipt of this correspondence by executing and dating the original and three (3) copies of this Notice and returning the noted three (3) copies to this Authority.

Our tax exempt number is #000-000-000.

Sincerely,

Trafalgar Farquhar
Executive Director

Accepted:

RST Construction, Inc.

By: _____ Dated:

Invoice Form for Under \$50K Projects

LHA:

Project FISH #:

The invoices listed below are for the approved scope and are due and payable:

(Press TAB to move between boxes)

Account (budget line)	Vendor Name	Invoice Amount	Invoice #	Description of Work	Construction Invoice*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
TOTAL Requested:		\$0.00			

* or construction materials invoice

This submission must include invoices as noted below and may need to include a Certificate of Compliance. Please check next to item below to confirm.

- ☐ Invoice(s) included, amounts in table above are circled on invoice(s)
- ☐ If request includes construction (or construction materials) invoice(s), or is for a final payment, a completed and signed Certificate of Compliance is included

Submitted by:

Title:

Signature:

Date:

Email:

Send To:

via Email - DHCDInvoices@massmail.state.ma.us

via US Mail - The Assigned Project Manager, DHCD, 100 Cambridge Street, Suite 300, Boston, MA 02114

Date: November 7, 2016

Small Projects Requisition Form

Contractor: _____ To: _____ Housing Authority

Telephone: _____ Telephone: _____
Fax: _____ Fax: _____
Email: _____ Email: _____
Development No. _____ Period Ending: _____
Contract for: _____ FISH No: _____

CONTRACTOR'S APPLICATION FOR PAYMENT

Number

Application is made for payment, as shown below in connection with the Continuation Sheet Attached.

- | | |
|---|----------|
| 1. ORIGINAL CONTRACT SUM | \$ _____ |
| 2. Net change by Approved Change Orders | \$ _____ |
| <i>List On Attached Continuation Sheet</i> | |
| 3. CONTRACT SUM TO DATE (Line 1 + Line 2) | \$ _____ |
| 4. TOTAL COMPLETED & STORED TO DATE | \$ _____ |
| 5. RETAINAGE - 5% of Total Completed and Stored to Date | \$ _____ |
| 6. TOTAL COMPLETED LESS RETAINAGE (Line 4 — Line 5) | \$ _____ |
| 7. LESS PREVIOUS APPROVED CERTIFICATES FOR PAYMENT | \$ _____ |
| 8. CURRENT PAYMENT DUE (Line 6 — Line 7) | \$ _____ |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, that all workers used on this project have been paid in accordance with M.G.L. c. 149 §§26-27H, that all subcontractors have been paid in accordance with M.G.L. c.30 §39F, that the Contractor has complied with all applicable tax laws pursuant to M.G.L. c.62(c) §49(a), and that the current payment shown herein is now due. Acceptance of the final payment due under this contract shall operate as a release to the Owner, Department and Architect from all claims and liability.

CONTRACTOR:

By: _____ Date _____

State of _____ County of: _____
On this _____ day of _____ 200__ before me, the undersigned notary public, _____ personally appeared, proved to me through satisfactory evidence which were _____ to be the person whose name is signed on the preceding document in my presence
NOTARY SEAL
Notary Public:
My Commission expires: _____

ARCHITECT/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on site observations and the data comprising the application, the Architect/Engineer certifies to the Owner that to the best of the Architect/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ARCHITECT/ENGINEER AMOUNT CERTIFIED\$ _____

By: _____
Title _____

Date _____

Attach an explanation if the amount certified differs from the amount claimed due by the Contractor on line 8 above. Initial all figures on the application and any continuation sheet that changed in accordance with M.G.L. c.30 §39K.

_____ Housing Authority

By: _____

Date: _____

CERTIFICATE OF FINAL COMPLETION

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT *This form should originate with the Architect*

Contractor	<u>Contractor Name</u>	Owner	<u>City or Town</u>	Housing Authority
	<u>Contractor's Street</u>		<u>LHA Street</u>	
	<u>Contractor City State Zip</u>		<u>LHA City, State Zip</u>	
Phone	<u></u>	Phone	<u></u>	
Fax	<u></u>	Fax	<u>LHA's Fax</u>	
Development No	<u></u>	Period Ending	<u></u>	
Contract for:	<u></u>	FISH No;	<u></u>	

THE PARTIES AGREE THAT THE STATUS OF THE CONTRACT IS AS FOLLOWS:

I. CONTRACT TIME

1. The Date of Completion is

II. CONTRACT SUM

1. The Original Contract Sum is..... \$

2. The Sum of Approved Change Orders to Date is \$

3. The Adjusted Contract Sum is \$

LESS:

4. Sum of authorized payments to date: \$

5. Sum of other claims by Owner:..... \$

III. THAT APPLICATION FOR PAYMENT No. IS DUE & PAYABLE IN THE AMOUNT OF: \$

Copy Attached

THE UNDERSIGNED CONTRACTOR HEREBY CERTIFIES THAT: *The Contractor should complete items 1-5 and certify below*

1. All Work, including work required under change order(s) has been performed in accordance with the terms of the Contract.
2. All changes to the Work (except minor modifications and field adjustments) have been authorized in writing by the Owner.
3. All laborers and mechanics have been paid at least the minimum wage rates as set forth in the Contract, and
4. There have been no claims made for infringement of any patent.
5. By accepting the payment shown in line III the Contractor releases the Owner from any and all claims arising under the Contract.

CERTIFIED: CONTRACTOR

In witness Whereof the Undersigned has signed and sealed this _____ Subscribed and Sworn before Me this _____ day of _____ 20____
Instrument this _____ day of _____ 20____

Firm:

By: Date:

Title:

My Commission Expires: _____ Notary

CERTIFICATION OF HOUSING AUTHORITY BOARD VOTE:

The _____ Housing Authority met on _____ And voted to approve this Certificate and Payment

Certified: _____ Contract Officer: _____

APPROVED: ARCHITECT

Firm: _____

By: _____

Date: _____

December 22, 2016

SAMPLE OF DHCD FORCE ACCOUNT LABOR INVOICE

DHCD Force Account Labor Invoice					
A	B	C	D	E	F
Name of Staff Person	Date(s) of Work	Number of Hours Worked	Staff Person's Hourly Rate (Excluding Retirement Benefits)	Regular or Overtime Rate?	Hourly Rate x Hours Worked
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
Total Cost					\$0.00

**CERTIFICATE OF COMPLIANCE WITH BIDDING LAWS AND CAPITAL PLAN
FOR FISH PROJECT # _____**

The undersigned being a duly authorized representative of the
_____ Housing Authority hereby certifies to DHCD that:

1. The housing authority solicited and reviewed the bids in accordance with the provisions of MGL c.149, §§44A-44J; MGL c.30B §5 or MGL c.30, §39M, whichever is applicable and has made a good faith effort to comply with 760 CMR 11.10 with respect to tenant participation.
2. The housing authority informed all prospective bidders that, if awarded the contract, they must pay the prevailing wage pursuant to MGL c.149, §26, and that the housing authority supplied all prospective bidders with the prevailing wage rates in effect at the time of the bid.
3. The housing authority has reviewed the low general bid and found it to be in compliance with MGL c.149, §44A. If a lower bid(s) was rejected, the bidder's identity and the reason for rejection is as follows: _____
4. There are no protests by general bidders before the Attorney General's Fair Labor and Business Practices Division or in a court of law, which might affect the contract award.
5. The amount of the contract award is the same as the amount of the lowest acceptable bid with the exception that: (specify any change in amount and the reason): _____
6. Check at least one box as applicable:
 - ☐ This construction contract is complete. For jobs over \$10,000, the Certificate of Final Completion is attached.
 - ☐ All invoices have been submitted for payment and this project is ready to be closed at a final cost of: \$ _____
 - ☐ This is an interim payment.
 - ☐ The housing authority procured materials subject to M.G.L. c.30B requirements and housing authority staff completed the work. The housing authority has properly accounted for the labor costs, subject to DHCD requirements.
7. If construction is complete, the building and equipment components of the development modified by this project have been updated in the Capital Planning System.
8. DHCD's funding of the contract is made in reliance on this certification.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY.

Name of Housing Authority

By: _____
Signature

Print Name

Print Title

Date: _____

REQUEST FOR DHCD ASSISTANCE WITH THE GENERATION OF AN IN-HOUSE SPECIFICATION

Submit completed request to James.McCurdy@state.ma.us for architectural projects and Joseph.DiMare@state.ma.us for engineering projects.

Date: _____

Local Housing Authority Name and Contact

RCAT Project Manager

Estimated Construction Cost and Date Required

Description of In House Specification/Technical Review Requested including a description of what will be required by the DHCD Architect/Engineer:

Reason to use DHCD Architect or Engineer in lieu of House Doctor Lite (projects under \$50k) or House Doctor (projects over \$50k):

To be filled in by DHCD:

DHCD Decision: _____

DHCD In-House Spec. Expected Due Date: _____


DHCD Assigned Review Engineer/Architect: _____

DHCD Engineering /Architectural Supervisor: _____

NAVIGATING THE DHCD WEBSITE

<http://www.mass.gov/hed/economic/eohed/dhcd/>

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Department of Housing and Community Development
DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents. We provide leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

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Home Ownership Resources
Emergency Assistance Statistics
DHCD Open Meeting Notices
DHCD Fraud, Waste and Abuse Reporting
DHCD Public Records Requests

Looking for Help?
Click here to find housing services in your town


Key Resources for Citizens



- Find a Service Provider
- Cold Relief Heatline 1-800-632-8175
- How to Obtain Housing Assistance
- Rental Applications & Documentation
- Public Housing Applications & Documentation

DHCD News & Reports

- Draft QAP 2017
- Winter 2017 NOFA
- FY2017 Changes to One Year Action Plan
- National Housing Trust Fund Allocation Plan
- National Housing Trust Fund - NOFA

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 **Chrystal Kornegay**
Undersecretary of Housing and Community Development

Tweets by @MA_DHCD
 MADHCD Retweeted
 **MEMA** @MassEMA
Minimize outside activities during #ExtremeCold. If you must go out, bundle up!
More tips: mass.gov/mema/cold
Graphic via @NWSBoston

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Affordable Housing

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Butternut Farm provides 26 units of family rental housing in Amherst. This new construction of three "Farmhouse-style" buildings with a range of unit sizes is located on 4 acre site that also includes play spaces, storage sheds, private patios and community meeting space.

This project was developed by HAP, Inc. and financed with sources including Federal HOME Investment Partnerships Funds, Affordable Housing Trust Funds and Tax Credit Exchange Program TCX.

Did you find the information you were looking for on this page? *

☐ Yes

☐ No

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<http://www.mass.gov/hed/housing/ph-mod/>

ONCE YOU HAVE ACCESSED THIS WEBSITE, SAVE IT AS A SHORT-CUT OR FAVORITE

The screenshot shows the Mass.gov website interface. The top navigation bar includes links for State Offices & Courts, State A-Z Topics, State Forms, and a 'No Active Alerts' notification. The main header features the 'Mass.gov' logo, the title 'Housing and Economic Development', and a search bar. Below the header, a secondary navigation bar lists categories: Doing Business in Massachusetts, Housing, Community, Consumer, and Initiatives. The 'Housing' category is selected, leading to a page titled 'Public Housing Modernization'. The page content includes a brief description of the Bureau of Public Housing Development and Construction's responsibilities. A list of links is provided, with orange arrows pointing to 'Front Ends', '\$0-50,000 DHCD Small Projects Guide', 'Design & Construction - Guidelines & Standards', and 'Front Ends, Procurement Forms & Contracting Requirements'.

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The Official Website of the Executive Office of Housing and Economic Development (EOHED)

Housing and Economic Development

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Doing Business in Massachusetts Housing Community Consumer Initiatives

Home > Housing > Public Housing Modernization

Public Housing Modernization

The Bureau of Public Housing Development and Construction has the responsibility for the development, design and construction of new public housing units and the modernization of existing ones.

Front Ends → \$0-50,000 DHCD Small Projects Guide

Bidding Information

Capital Benchmarks

Construction Contracts & Bond Forms

Construction Handbook with Forms

Designer Selection: Process, Committee, Contracts

→ Design & Construction - Guidelines & Standards

Formula Funding Program

→ Front Ends, Procurement Forms & Contracting Requirements

High Leverage Asset Preservation Program (HILAPP)

Regional Capital Assistance Team (RCAT) Program